

New York State Department of Labor (NYSDOL) Teacher Residency Program (TRP) Request for Applications (RFA) Questions and Answers (Q&A)

(Updated 06-27-2023. New questions and answers are added frequently and indicated below after each revision date.) The RFA for the TRP program is available on NYSDOL's [Funding Opportunities webpage](#).

Q #1) May grant funding be used to pay a stipend for the certified teacher to host the residents in their classroom in a similar role as a mentor teacher?

A #1) No, grant funds may not be used to pay a stipend to the certified teacher. Per Section II.B. of the [RFA](#), stipends are an allowable cost to residents only, to provide them with monetary assistance and afford them with the opportunity to focus on their studies and continued participation in the residency program.

Q #2) How have district's issued payments to residents? Is it done based on achieving benchmarks within a certain timeframe? What happens if a resident does not complete the program requirements within a certain timeframe?

A #2) NYSDOL will reimburse quarterly based on documentation of allowable expenses incurred by the contractor/grantee within the contract timeframe. It is anticipated that tuition and books and fees will be paid to the Institution of Higher Education (IHE)/other appropriate vendors on a semester basis and stipends will be paid to the resident periodically during each semester. If the resident does not complete all of the required components by the end of the contract period, no further funding will be provided. It is at the discretion of the district to require residents to achieve benchmarks within a certain timeframe.

Q #3) If two school districts partner together, may the resident split their 1,000 hours between the two districts?

A #3) Yes. The minimum of 1,000 hours of clinical experience can be completed between two partnering districts during the residency.

Q #4) Can we specifically target participation in the residency program to certain certification areas where we are in most need, or are we required to open the program to all certifications?

A #4) Yes, although the program is open to all certifications, Applicants may target participation in certain certification areas to address specific needs.

Per Section I.B. of the RFA, since the 2020-2021 school year, the New York State Education Department (NYSED) has reported statewide shortages to the U.S. Department of Education in the following subject areas: special education, bilingual education, science, English Language Arts (ELA), social studies, world languages, career and technical education, health education, literacy, and library media specialist. Additionally, English to speakers of other languages (ESOL) and mathematics are considered high-need fields at the federal level. Additional points in scoring will be given to programs that will fund master's degree programs that lead to certification in these priority subject areas.

Q #5) Would you be able to provide a list of past grantees so we can investigate their program design to determine best practices (what worked, what didn't)?

A #5) NYSDOL has not made any awards under TRP to date, so we do not have a list available.

Q #6) Can residents be hired as a special assigned Teaching Assistant during their 1,000 hours of clinical experience as long as they are meeting all the requirements of the RFA and program?

A #6) Eligible participants for the TRP RFA are residents that have been accepted as graduate-level PK-12 teacher candidates pursuing a master's degree. All residents must be able to meet the residency requirements in their residency program, which Teaching Assistants may or may not be able to complete during their employment depending on their job responsibilities. For example, during the required 1,000 clinical experience hours they must engage in the gradual assumption of responsibilities in their residency placement in the area of the certificate sought. Further, Teaching Assistants must hold a Teaching Assistant certificate.

Q #7) Can funding cover costs for delivering the program? For example, are we able to give the mentor teacher a stipend for the additional responsibilities that will come with this program?

A #7) No, TRP funds may not cover costs for delivering the program such as a stipend for mentoring teachers.

Q #8) Our District is interested in pursuing the TRP grant in partnership with a local university. However, the timing of the grant announcement conflicts somewhat with the winding down of the University's semester. The University will need to undergo a series of steps on their end in order to sufficiently prepare for the partnership. Can you say whether this University would be able to be included in the grant application but begin the partnership/contract until May 2024.

A #8) Yes, the University would be able to be included in the grant application. The contract start date for all contracts resulting from this solicitation may be no earlier than either April 7, 2023, or the date an Applicant submits an application in response to this RFA, whichever is later. However, contracts resulting from this solicitation will be awarded for a period of up to 24 months, with none ending later than June 30, 2026. This means a two-year contract could begin as late as July 1, 2024.

Note: If the IHE does not yet have a registered residency program, they need to go to <http://www.nysed.gov/college-university-evaluation/stateteacher-educational-leader-or-pupil-personnel-services-program> to submit an application to become a registered residency program.

Q #9) The RFP currently mentions the following related to contract timelines:

“Contracts resulting from this solicitation will be awarded for a period of up to 24 months. Contracts will be awarded for a period beginning no earlier than April 7, 2023, and will end up to 24 months later, with none ending later than June 30, 2026. Applicants must include only residency opportunities that can be reasonably accomplished within a 24-month time period, or less. Under extenuating circumstances, limited no-cost contract extensions may be approved at NYSDOL's discretion. All activities funded by the contract must end on or before the end date of the contract and any activities that occur after the contract end date are not eligible for reimbursement under the contract” (TRF RFP p. 6).

However, it is unclear whether there is any guidance related to delayed participation within this timeline. Please advise.

A #9) Please see the response given for Q #8.

Q #10) On the Detailed Budget Attachment (DBA), in the section labeled Tuition Support Costs, are applicants supposed to specify the actual course work (for example – Introduction to Education

Psychology, 3 credits) or should the line items read something like “Master’s in Adolescent Education – 24 credits”?

A #10) Either way is acceptable. An Applicant can specify each course indicating the tuition support amount for that course or can list a program indicating the total tuition support amount for the program. Applicants should only include what they will be seeking reimbursement for so only include the Master’s in Adolescent Education if all 24 credits will be achieved during the contract term and the Applicant will be seeking reimbursement for all of the tuition and support costs associated with those 24 credits.

Q #11) The note under PURPOSE on your matrix states the funding does not include master’s degrees for certified teachers who currently work in a public NYS school district or BOCES and hold an Initial, Professional, and Permanent certificate. Our question is, does it include those who hold an initial certificate but do not currently work in a public school district or BOCES? For example, they hold a childhood initial certificate and would have a residency for a master’s in special education.

A #11) Residents who hold an Initial certificate in an area different from the certificate sought and are not employed in a public school district in the area of their Initial certificate, may be eligible for TRP funding.

Q #12) On the DBA under stipends, can a district provide one stipend that a resident can use at their discretion for childcare, transportation, etc. or does the district have to show in the budget that a specific dollar amount has been allocated for a childcare stipend, transportation stipend, etc.?

A #12) A district can provide one stipend that the resident can use at their discretion. The district should have a stipend policy that includes how the stipend is earned, to whom and for what amount, and who in the organization will be responsible for oversight and distribution of stipends.

Q #13) The revised RFA for the Teacher Residency Program does not make any mention of matching funds, but there is a match worksheet in Grants Gateway. Are matching funds required? If not, what should we enter in the Match Worksheet since it appears that includes fields that require a response?

A #13) Matching funds are not required. This worksheet is available if a school district/BOCES wants to include matching funds. If not, please place N/A in the Source of Matching Funds and Describe Match Source fields and 0 for the Match Amount on the worksheet.

Q #14) Are other administrative costs, such as stipends for mentor teachers, allowable?

A #14) No, administrative costs are not allowed. Grant funds cannot be used for mentor teacher stipends.

Q #15) Can the teacher residents be teachers of record during their residencies?

A #15) Eligible participants for the TRP RFA are graduate-level PK-12 teacher candidates who complete a residency that is at least one (1) academic year in length within a public NYS school district or BOCES program. Candidates cannot be a teacher of record during their residency. However, candidates who complete their residency of at least 1,000 clinical experience hours for at least one academic year but have not completed the academic requirements for their residency program, may be hired as a teacher of record during the balance of the time required to complete the remaining degree requirements while holding the appropriate certification.

Q #16) What is the expected turnaround time from the submission of the application to the establishment of a contract start date, if awarded? Is it feasible to start using grant funds for resident placements this fall (2023)?

A #16) NYSDOL is unable to provide a specific timeframe as there are many factors in the process that can affect the length of time it takes to complete the application review, award an applicant, and execute a contract. It could be feasible to start using grant funds for resident placements for Fall 2023 depending on when the application is submitted. The contract start date for all contracts resulting from this solicitation may be no earlier than either April 7, 2023, or the date an Applicant submits an application in response to this RFA, whichever is later. This start date will be discussed further with a Contract Manager upon award.

Q #17) In regard to the allowable funding through the NYSDOL Teacher Residency Program, can you please clarify the statement "stipends do not include wage subsidies?" Could funding be used to put a Resident on a 'line' in a school's budget?

A #17) The statement, "Stipends do not include wage subsidies" means resident wages may not be paid via a stipend. TRP funds can only be used to pay for tuition support costs for residents enrolled in a registered residency program; books and fees mandatory for participation; and stipends that provide the teacher resident monetary assistance, affording them the opportunity to focus on their studies and continued participation in the registered residency program. This includes items such as child and dependent care, transportation costs, and housing.

Q #18) Must the \$30,000 be spread over two years or can you provide the Resident with a \$30,000 stipend for one year?

A #18) The resident could be provided a \$30,000 stipend for one year at the discretion of the school district/BOCES or spread over the two-year period. Per Section II.A. of the RFA, the residency may be one (1) year.

Q #19) Can an 853 school apply for TRP funding?

A #19) No, 853 schools are not eligible for TRP funding. Per the NYSED website, they are considered private schools and per Section III.A. of the RFA, eligible applicants include public school districts or consortiums of public school districts. Private schools are not eligible applicants.

New Questions as of 06/14/23:

Q #20) Can you contract with the colleges to pay the Residents? Therefore, on the FS10 the funds would be a contract line only? In essence, the IHE would become the subgrantee and "pay" the resident.

A #20) This is allowable as long as the contractor provides the required backup documentation for reimbursement per the NYSDOL Contracts Unit.

Questions about the NYSED FS-10 form should be directed to [NYSED](#).

Q #21) For the Organizational Capacity/Experience section (as well as the Key Personnel form), for the description of the roles and responsibilities (question 5.3.c) and the FTE of each position (question 5.3.d) – would you please provide clarification? Does this refer to the roles, responsibilities, and FTE of

the position the person holds in the district or is it just in relation to the TRP grant? (For example, someone is a 1.0 FTE in the district, but may only devote 0.1 FTE to the grant – do you want an applicant to put in 1.0 FTE or 0.1 FTE?)

A #21) This is the FTE of the position the person holds in relation to the TRP grant.

Q #22) According to the “Eligible Applicants” section of the RFA summary, “if applying as a consortium, one NYS public school district or NYS BOCES in the consortium must serve as the lead fiscal agent/applicant and apply for this opportunity on behalf of the consortium.” Can you explain what kinds of documentation (or signatures or other verification) would be needed from districts that opt into the consortium, to indicate their participation? Or does the BOCES simply need to identify which component districts will participate; and identifying them will suffice for proof of participation?

A #22) If applying as a consortia, one NYS public school district or BOCES in the consortia must serve as the lead fiscal agent/Applicant and apply on behalf of the consortia. In the Program Design section of the RFA, the Applicant is asked to describe how the local partnership is organized or will be organized, including the roles of the Applicant school district/BOCES, and the IHE(s) within the partnership. In their response to this question, the Applicant can identify which component districts will participate.

Q #23) If we aren't able to meet the June 30, 2023 deadline, do you expect there will be future opportunities to apply before the program ends in 2026?

A #23) At this time, NYSDOL does not anticipate releasing a second TRP RFA. However, please continue to visit the Funding Opportunities [webpage](#) for any updates.

Q #24) When you say that a resident needs to complete 1,000 hours in an academic year, is that the IHE academic year or the P-12 academic year? We are just wondering if residents could complete some residency hours during IHE winter and/or summer breaks when P-12 schools are still in session.

A #24) When referring to a resident completing at least 1,000 clinical experience hours in at least an academic year, this is referring to the IHE academic year. However, a resident can complete the hours during the IHE winter and or summer breaks when P-12 schools are still in session.

Q #25) How do I find out which IHEs have an approved Residency Program as described in the meeting?

A #25) The current [list](#) of NYSED approved registered residency programs can be found on the NYSDOL Funding Opportunities [webpage](#).

Q #26) The Expenditure Summary includes a column for Matching Funds, yet I could not find any verbiage on matching funds in the RFA. Are matching funds a requirement for this grant?

A #26) Please see the response given for Q #13.

Q #27) Can we include candidates who are pursuing advanced certificates/extensions in the shortage areas? For example, we have residents who are pursuing a base initial certificate in Childhood Education in addition to an extension in Special Education.

A #27) Applicants can indicate in the application that some or all of the candidates who are enrolled in a registered residency program that leads to a master’s degree will be

simultaneously completing a registered advanced certificate program in a shortage area that is not a registered residency program. In response to the example, Students with Disabilities (SWD) would be a second certificate area and not an extension on the Childhood Education certificate since SWD programs lead to certification and not an extension.

Q #28) What is your definition of a "diverse candidate"?

A #28) The question in the Program Design section of the RFA asks the Applicant to describe the outreach and recruitment strategies used to recruit a diverse resident workforce. NYSDOL would look for an applicant to describe their strategies to recruit and retain a diverse workforce in all areas and at all levels, including but not limited to: race, color, ethnicity, nationality, religion, socioeconomic status, veteran status, education, marital status, language, age, gender, gender expression, gender identity, sexual orientation, mental or physical ability, genetic information, and learning styles.

Q #29) Can substitute teaching be counted as part of the 1,000 required hours?

A #29) The IHE partner can contact the NYSED Office of College and University Evaluation (OCUE) for questions related to residency program requirements at ocueinfo@nysed.gov.

Q #30) Will you be posting the webinar that was held on May 10th?

A #30) The Applicant Workshop recording can be found on our Funding Opportunities [webpage](#).

Q # 31) Is there a list available of the 12 registered residency programs?

A #31) Please see the response given for Q #25.

Q # 32) Is the entire \$30 Million grant ONLY apropos for the current dozen registered programs?

A #32) No, it is not only for the current registered programs. NYS school districts or BOCES can apply in partnership with an IHE that does not currently have a registered residency program if they attest that the IHE has submitted an application to become a registered residency program. We have left the contract period open until June 2026 so that IHEs will have time to register a residency program with NYSED.

Q # 33) How is the attestation letter weighed in the evaluation of the funding request?

A # 33) The letter is not weighted but must be provided to be eligible for award.

Q # 34) How long will it take for a college to receive approval once they apply for a residency track?

A # 34) NYSED is unable to specify a timeline for approval, as the review time depends on a number of factors, including the complexity of the application, the quality of the application, the responsiveness of the institution to questions, etc. If the IHE notes in the submission email that the residency program proposal is related to the TRP, NYSED will prioritize its review of those applications, as it understands the importance of this program for districts and IHEs.

Q # 35) Can you use the funding to cover mentor teachers, college supervisors, and/or management fees?

A # 35) No, administrative cost are not allowable and grant funds cannot be used for mentor teacher stipends either.

Q # 36) Is it \$30,000 per year or over the course of two years?

A #36) It is a maximum of \$30,000 for each resident, whether for a one-year program or two.

Q # 37) As long as the college has applied, we can move forward with working with them, correct?

A #37) Yes, if the college has applied to NYSED to register a residency program, you can move forward with your application. However, we will not make an award until the residency program is registered. Please note that candidates cannot enroll in a degree program until it is registered with NYSED.

Q #38) Is there an indirect rate for this grant?

A #38) No, there is no indirect rate for TRP.

Q #39) If partnering with multiple IHEs and only one is not yet a registered residency program, would part of the grant be awarded for the residents enrolled in the approved programs?

A #39) No, all partnering IHE(s) would need to have a registered residency program before an award is made.

Q #40) If partnering with two IHEs, would this need to be differentiated in some way on the budget spreadsheet?

A #40) On your DBA, under Tuition Support Costs, you can specify which IHE the Coursework will be for (i.e., ABC College, Master of Arts in Teaching - 38 credit hours (partial tuition funding).

Q #41) Can an IHE join a district application with the intent to begin their residency program in May 2024?

A #41) Please see the response given to Q #8.

Q #42) Can a Teacher Apprentice line be used as a conduit for delivering resident stipends?

A #42) No, all stipend costs should be reflected in Section 3 of the DBA.

Q #43) A current teacher who has a teaching certificate in any subject area is not eligible to participate in the TRP program, correct?

A #43) The TRP program does not include funding for master's degrees for certified teachers who currently work in a public NYS school district or BOCES and hold an Initial, Professional, or Permanent certificate. However, residents who hold an Initial Certificate in a subject area different from the certificate sought and who are not employed in a public school district in the area of that Initial Certificate may be eligible for TRP funding.

Q #44) I am in my first year of my master's program. I've started in September, and I heard about this program. I am interested. Am I eligible for TRP?

A #44) An individual is not eligible to apply directly for TRP funding. A candidate must be enrolled in a registered residency program within an IHE to receive funding. Therefore, if the candidate is currently in a master's program that is not a registered residency program, they are not eligible for TRP funding until and unless the program is registered as a residency program and the individual is identified as a resident in the residency program.

Q #45) Is the TRP program only for people who are starting a teacher certification program that is part of an approved residency program?

A #45) No, the TRP is available to candidates who have completed a part of a registered teacher preparation program, as well as those starting a program. In both cases, the program must be registered as a residency program, or with a residency track, through NYSED, in order to qualify for residency funding. There are specific requirements in order to be a registered residency program. If an IHE wants to register a residency program, they must apply to NYSED's Office of College and University Evaluation to register the program(s). Therefore, individuals enrolled in a teacher certification program pending registered residency program status may not be funded through TRP until the IHE has a registered residency program.

Q #46) After a college becomes an approved registered residency program, what happens if the school already has students interested in the TRP program that have started and are in the middle of their master's program? Would they be eligible? Can they receive compensation for previous payments made towards the master's program?

A #46) When an IHE applies to register a residency program, they may do so in one of two ways: either (1) their whole program is going to be a registered residency program or (2) they are going to have tracks within an existing program where they have a traditional track and a residency track. The resident would have to be in a residency track or within the registered residency program as a whole in order to receive funding. It is not about the hours; it is about whether or not they are officially enrolled.

There is no retroactive reimbursement for prior expenses incurred. The earliest start date for a contract is April 7, 2023, so awardees could only be reimbursed for costs incurred during the actual executed contract term.

Q #47) Can the \$30,000 be split between 2 years?

A #47) Please see the response given to Q #18.

Q #48) Is the school district able to subcontract with the college who already has a teacher residency program?

A #48) Yes, school districts are allowed to subcontract with IHEs. The school district must have an agreement with an IHE that has a registered residency program.

Q # 49) Are we allowed split the \$30,000 to pay a stipend to the mentor with the rest going to the resident?

A # 49) Allowable costs do not include mentor stipends. The \$30,000 must go only towards associated costs of the resident.

Q # 50) Can an Applicant pay the college the \$15,000 per year, then they would pay the resident?

A #50) In terms of tuition reimbursement, the Applicant would have to be billed by and pay the IHE directly. If for some reason it is determined that the resident should pay their own tuition, the resident would pay the college and then the Applicant would reimburse the resident. For stipends and books and fees, the Applicant could have the IHE pay the resident directly, and the Applicant could reimburse the college. The Applicant can also pay the stipend directly to the

resident. In any of these instances, NYSDOL must receive the backup documentation confirming that the Applicant has made the payment.

From NYSDOL's perspective, we only need the commitment letter as a requirement. It is up to the Applicant to then have a formal agreement with the IHE(s) on how the program will be run and how reimbursement will take place.

Q #51) Is it \$15,000 per year, or could it be \$30,000 for one year?

A #51) It could be \$15,000 per year for two years or it could be \$30,000 for one year. We understand that there are some compressed programs that might only occur for one year.

Q #52) For the Books and Fees costs, would registration and certification fees fall underneath this for reimbursement?

A #52) Books and Fees costs can be anything that the college charges the resident. These are not limited as long as it is a legitimate charge the IHE charges residents in the registered residency program.

Q #53) I know wage subsidies are not allowable for this grant. What about benefits? Another residency program that we partner with does provide wages to the residents. We have another source of funding that would be able to cover the wages but if the benefits could be covered is that something that could be included?

A #53) This program will fund tuition support of the resident, books and fees, and stipends. Benefits for residents are not allowable costs. We understand the \$30,000 will not cover everything. The intention is for the school district/BOCES and IHE(s) to contribute other resources if necessary.

Q #54) What steps does an Applicant need to take to expand the 500 - character limit set within the Grants Gateway system if necessary?

A #54) An Applicant can email grantsgateway@its.ny.gov. and they will explain what to do. To prevent this issue, it is recommended to stay to the 250-character limit. If you use Microsoft Edge, you need to enable IE compatibility (Internet Explorer) mode.

Q #55) Can I change the total grant award amount requested after I have submitted the application?

A #55) The funding request can be changed up until an award is made. At that point, once you receive an award letter, this is the maximum award amount you can receive. During contract negotiations, if the funding amount required is less than the award amount, that is allowable. However, Applicants should do their best to estimate their costs as closely as possible as they will only be reimbursed for those expenses incurred during the contract term.

Q #56) Is there any concern with using 2023-2024 as a planning year, and then implementing the residency model for two years as per grant guidelines from June 2024-June 2026?

A #56) An Applicant is permitted to submit their application by the June 30, 2023 deadline and implement the residency program in 2024-2026. However, contracts resulting from this solicitation will only be awarded for a period of up to 24 months, with none starting earlier than either April 7, 2023, or the date an Applicant submits an application in response to this RFA and

ending no later than June 30, 2026. This means a two-year contract could begin as late as July 1, 2024. No funding may be used for a planning year.

Q #57) Is the Letter of Commitment template provided by the DOL a required document, or can university partners develop their own versions for submission?

A #57) The Letter of Commitment template provided by NYSDOL is a required document and must be uploaded with the other attachments during application submission in the Grants Gateway.

Q #58) Does the resident need to be a NYS resident? Can they be someone who has newly relocated to NYS with the intention of teaching in NYS? Can they be an international student with the intention of teaching in NYS? (Please note, our program has increasing applicants and students who are international. They are providing our District partners with much needed teachers, particularly in STEM fields.)

A #58) The TRP RFA has no requirement for the teacher candidate to be a NYS resident. However, graduates of the registered residency program must commit to teach within a NYS school district or BOCES for at least two (2) years after the completion of their residency.

New Questions as of 06/27/23:

Q #59) We are planning to partner with three IHE's for the TRP program. One has a registered program, one is planning to apply for registration prior to June 30, and one will not be applying until later in the year. Is this acceptable?

A #59) Yes, this would be acceptable. NYS school districts or BOCES can apply in partnership with an IHE that does not currently have a registered residency program if they attest that the IHE has submitted an application to become a registered residency program. However, awards will not be made until NYSDOL verifies the partnering IHEs have registered residency programs approved by NYSED. At this time, we will accept IHEs that register no later than September 29, 2023.

Q #60) The university we are partnering with is a three-year program. It is two years of course work and a 1-year residency. Can the money be split over three years?

A #60) No, the money would not be able to be split over three years. Per Section II.C. of the [RFA](#), contracts resulting from this solicitation will be awarded for a period of up to 24 months. Contracts will be awarded for a period beginning no earlier than April 7, 2023, and will end up to 24 months later, with none ending later than June 30, 2026. Applicants must include only residency opportunities that can be reasonably accomplished within a 24-month time period, or less.